

# Center for Educational Performance and Information (CEPI)

*Michigan Education Information System  
(MEIS)*

## Graduation/Dropout Review and Comment Application

### User's Guide

Version 2.0

Questions?  
e-mail: [cepi@michigan.gov](mailto:cepi@michigan.gov)  
Contact: 517.335.0505



# Table of Contents

INTRODUCTION.....	3
METHODOLOGY .....	4
GETTING STARTED.....	7
DISTRICT SUBMITTER .....	9
REVIEW AND COMMENT .....	11
REQUESTING OR CHANGING AN EXIT RECORD .....	14
REQUESTING TO LINK UICS .....	14
ACCOUNTABILITY REPOINT REQUEST .....	18
YEAR CHANGE REQUEST .....	19
ISD SUBMITTER.....	22
AUDIT FINDINGS STUDENT LIST .....	23
AUDIT FINDINGS BUILDING LIST .....	24
AUDIT FINDING REQUESTS .....	25
REPORTS .....	26
ACCEPTABLE EXIT STATUS DOCUMENTATION.....	28
APPENDIX .....	28

## Introduction

This guide has been developed as part of a set of paper-based training materials and is intended for the use of the online Graduation/Dropout Review and Comment (GAD) Application. This guide includes directions for using the GAD Application to generate reports, download and review data previously submitted to CEPI.

The GAD Application can be located at: <https://cepi.state.mi.us/GradDrop>.

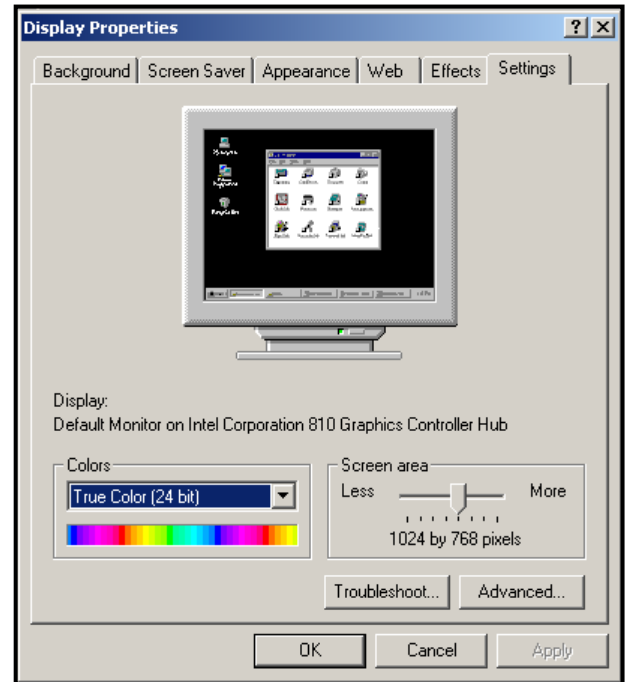
### Browser and System Suggestions

Internet Explorer (6.0 or higher) is the preferred browser for all CEPI applications. While it is possible to use a Netscape/Firefox browser to access CEPI applications, please be advised that these applications do not function as well in Netscape/Firefox as they do in Internet Explorer. For example, many Netscape/Firefox users report that pages format improperly or the appearance of data is not preserved when using the "back" and "forward" buttons. The problem is not with the application, but with the functionality built inside the Netscape browser.

For best performance, view the application with a monitor resolution of 800 X 600 or higher.

Windows users can change the resolution of their monitors by going to the **START** button, selecting **SETTINGS**, then **CONTROL PANEL**, then **DISPLAY**, and then selecting the **Settings** tab. You may also place your mouse pointer on the desktop (on the background, not on an icon), click the right mouse button and choose **PROPERTIES**.

Go to the **Desktop Area** setting, and slide the screen resolution over to 800 x 600. It is recommended that you do not try a higher desktop resolution than this until you have read your monitor manual to see what maximum resolution it supports.



## Methodology

The following page lists the business rules and methodology used by CEPI and the Michigan Department of Education (MDE) to identify students as members of a graduation cohort and for the calculation of graduation and dropout rates:

- Ungraded students:
  - The ungraded alternative education code (educational setting "13") was removed from the Single Record Student Database (SRSD) beginning in fall 2007. Students who are beyond the computed grade of 12 (beyond the age of 18) will be excluded from cohort calculations. Schools will not be held accountable for these students.
  - Students who are reported in a traditional grade, assigned to a cohort and are subsequently reported in adult education (educational setting "20") will be counted as "other high school completers" if they receive their General Educational Development (GED) certificates. If these students do not receive their GEDs, they will be counted as dropouts.
- Student Residency Codes - SRSD Field 30:
  - The following groups of students will not be included in the graduation and dropout rates. Under *Non-resident*, codes "04" (Non-public school student) and "07" (Home-schooled non-resident) will be excluded. Under *Resident*, codes "08" (Non-public school student) and "15" (Home schooled resident) will be excluded.
  - Students attending the Michigan School for the Deaf and Blind (code "11") will be counted in the state rates only.
- Cohort Year:
  - Students are placed in a cohort when they are first identified as ninth-graders.
  - Students reported in educational settings "13" and "14" are assigned to a cohort using a computed grade (age minus 5). These students will only be placed in a cohort if they are at least 14 years old.
  - Students who transfer into the public education system after ninth grade are placed in the appropriate cohort based on the grade in which the initial Michigan district places them.
  - The end-of-year (EOY) SRSD collection will not be used to set the cohort year for a student unless the EOY collection is the only collection for the student.
- Accountability:
  - A student will not be included in the building-level graduation and dropout rates until the student has been reported in that building for at least two count days. In the event the student has been in the building for less than two count days, the student will be included only in the district-level and state-level rates.
  - A student will not be included in the district-level graduation and dropout rates until the student is reported in that district for a least one count day, based on FTE from fall or spring counts. In the event the student has been in the district for less than one count day, the student will be included only in the state-level rates.
  - For a student, when an accountable district/building cannot be determined (using the student's last submitted exit status and FTE), the previously accountable district/building will be used.
  - For a new student, when an accountable district/building cannot be determined and there is no previously accountable district/building, this student will not be included in any graduation and dropout rates until a collection where accountability can be determined.
  - The EOY SRSD collection will not be used to determine the accountable building or district.
- Schools/Facilities who will not receive graduation and/or dropout rates:
  - An entity identified as a ninth-grade building may have a dropout rate, but will not have a completion or graduation rate.
  - An entity identified as an intermediate school district (ISD) school that does not graduate students may have a dropout rate, but will not have a completion or graduation rate.

- An entity identified as an ISD district that does graduate students will have a graduation and dropout rate.
- Career and technical education (CTE) facilities and math/science centers are not considered accountable entities and will not receive graduation or dropout rates.
- Subgroup Determination:

A student will be assigned to a subgroup based on the second-to-last collection in which the student was reported to the SRSD, unless the student was only reported in one SRSD collection. Below are the subgroup populations:

  - race/ethnicity
  - gender
  - supplemental nutrition eligibility
  - migrant status
  - limited English-proficiency status
  - special education status
- Graduation/Dropout Review and Comment Application:
  - District authorized users will be able to request to modify certain characteristics of a student's record. All requests will require approval by the ISD auditor, the Michigan Department of Education or CEPI. Certain modifications may require the district user to provide evidence to his/her ISD auditor as to why this modification needs to occur. Any modifications that have not been reviewed and approved will not be changed. Modifications will be limited to the following:
    - District users may request that student UICs be linked
      - CEPI will provide the review and approval for UIC linkage requests.
    - District users may request a change in student exit status
      - ISD auditors will provide the review and approval of all requests for exit status changes.
      - Appropriate verification documentation must be provided to the ISD for approval of any exit status changes.
    - District users will not be able to request changes to student demographics, including program participation. Based on feedback from a group of ISD auditors, approving these change requests has been deemed too onerous to the ISD auditing process. The following data fields cannot be changed:
      - race/ethnicity
      - gender
      - supplemental nutrition eligibility
      - migrant status
      - limited English-proficiency status
      - special education status
  - During the review/request for modification period in GAD, district users will not be able to see their graduation/dropout rates, including information about subgroups. After the review period has ended, ISD auditors will be allowed four weeks to approve or deny any district requests. During the ISD auditor review period, district users will be able to view their graduation and dropout rates, including information about subgroups with accepted changes.
- Calculating Building/District/State Rates:
  - Buildings in which students who have been ordered by the courts to attend classes are not included in the district rate, only the building rate.
  - A student will not be included in the building-level graduation and dropout rates until the student has been reported in that building for at least two count days. In the event that the student has been in the building for less than two count days, the student will be included only in the district-level and state-level rates.

- A student will not be included in the district-level graduation and dropout rates until the student is reported in that district for a least one count day, based on FTE from fall or spring counts. In the event the student has been in the district for less than one count day, the student will be included only in the state-level rates.
- The following formula is utilized for calculating the four-year cohort graduation rate:
  - $\text{On-track Graduated} / [\text{On-track Graduated} + \text{Off-track (Graduated \& Continuing)} + \text{Other Completers} + \text{Dropouts}]$
- The following formula is utilized for calculating the four-year cohort dropout rate:
  - $\text{Dropouts} / [\text{Dropouts} + \text{On-track Graduated} + \text{Off-track (Graduated \& Continuing)} + \text{Other Completers}]$

*A detailed list of cohort status categories and SRSD exit codes is available in the appendix.*

## Getting Started

### Application Start-Up and Security

To become an authorized user of the GAD Application, you must first obtain a MEIS account. If you do not have a MEIS account, go to the MEIS home page ([www.michigan.gov/meis](http://www.michigan.gov/meis)), and click on the MEIS logo. Or, on the GAD homepage, click on **Obtaining a MEIS Account** and follow the on-screen instructions.

Once you have a MEIS account, you need to download a security agreement for the application. Start at the CEPI home page ([www.michigan.gov/cepi](http://www.michigan.gov/cepi)). On the left navigation bar, click MEIS Data Services. Again on the left, click Graduation Cohort, click on the Graduation/Dropout Review and Comment Application Security Agreement. Complete the form, listing the appropriate level of access to the application.

Center for Educational Performance & Information - Cohort Review and Comment Application - Microsoft Internet Explorer

Address: <https://qa.mdoe.state.mi.us/GradDrop/login.aspx>

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home GAD Home | Help | User Guide | CEPI Home | Contact CEPI | Logout

### 2008-2009 Graduation/Dropout Review and Comment Application

**Login to the Graduation/Dropout Review and Comment Application (GAD)**

Welcome to the Graduation/Dropout Review and Comment Application (GAD) developed by the Center for Educational Performance and Information (CEPI).

In order to access the GAD, you must hold a valid Michigan Education Information System (MEIS) account and you must have submitted a security agreement form signed by your district superintendent.

For more information, please choose from the following options:

- [GAD User Guide](#) PDF
- [GAD Security Agreement Form](#) PDF
- [Obtaining a MEIS Account](#)

If you experience any problems accessing the application, please contact CEPI Customer Support at [CEPI@Michigan.gov](mailto:CEPI@Michigan.gov) or the DIT Client Service Center at 517.335.0505 (select option 3 from the menu). Please include your full name and telephone number (with area code) when you contact us for assistance.

MEIS Login

User Name:

Password:

[Forgot your password?](#)

Michigan.gov Home | CEPI Home | GAD Home | User Guide | Contact CEPI

State Web Sites | Accessibility Policy | Privacy Policy | Link Policy | Security Policy

Copyright © 2008 State of Michigan

For individuals who are replacing an authorized user, you will need to complete and return a MEIS Authorized User Removal Request Form to have that person's permissions to the GAD and any other CEPI application removed. The form is available on the MEIS home page.

If you experience problems with your MEIS account or password while you are using the application, please contact the Department of Information Technology (DIT) Client Service Center at 517-335-0505 (option 1), or by e-mail at: [cepi@michigan.gov](mailto:cepi@michigan.gov).

**GAD Login Screen.** When you click on GAD Application from the MEIS homepage, the following screen will be displayed. The next step is to enter your MEIS login User Name and Password:

1. Click in the User Name box
2. Type your MEIS login user name
3. Press the Tab key to go to the Password box or put your cursor in the Password box
4. Type your Password. Remember: Passwords are case sensitive.
5. Click on the **Log In** button

Center for Educational Performance & Information - Cohort Review and Comment Application - Microsoft Internet Explorer

Address: <https://qa.mdoe.state.mi.us/GradDrop/login.aspx>

Center for Educational Performance & Information

Michigan.gov Home | GAD Home | Help | User Guide | CEPI Home | Contact CEPI | Logout

### 2008-2009 Graduation/Dropout Review and Comment Application

**Login to the Graduation/Dropout Review and Comment Application (GAD)**

Welcome to the Graduation/Dropout Review and Comment Application (GAD) developed by the Center for Educational Performance and Information (CEPI).

In order to access the GAD, you must hold a valid Michigan Education Information System (MEIS) account and you must have submitted a security agreement form signed by your district superintendent.

For more information, please choose from the following options:

- [GAD User Guide](#) PDF
- [GAD Security Agreement Form](#) PDF
- [Obtaining a MEIS Account](#)

If you experience any problems accessing the application, please contact CEPI Customer Support at [CEPI@Michigan.gov](mailto:CEPI@Michigan.gov) or the DIT Client Service Center at 517.335.0505 (select option 3 from the menu). Please include your full name and telephone number (with area code) when you contact us for assistance.

[Michigan.gov Home](#) | [CEPI Home](#) | [GAD Home](#) | [User Guide](#) | [Contact CEPI](#)  
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)  
Copyright © 2008 State of Michigan

**MEIS Login**

User Name:

Password:

[Forgot your password?](#)

If you need more information regarding the log in process, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at [cepi@michigan.gov](mailto:cepi@michigan.gov).

**System Logs Out User.** The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 15 minutes. If your connection has been inactive for a period of 15 minutes, your access authorization ends, and you must log in again. You will be given a warning two minutes prior to timing out.



## District Submitter

**Dashboard screen.** After logging in, a screen similar to the following will appear for a district submitter. There are several options for users from this screen. See the instructions below for more information on these options.

**2008-2009 Graduation/Dropout Review and Comment Application**

[Print](#) UIC Quick Search

**Dashboard**

Select District

---

Welcome to the Graduation and Dropout Review and Comment Application (GAD). This application allows district authorized users the ability to review reports, comment on, and adjust their four-year cohort individual, student-level data. These requests include UIC linking, accountability re-points, cohort year changes, and exit record updates. Following a review of each request by ISD auditors, MDE, and CEPI staff (depending on the type of request) the reviewer may approve or deny the request. Upon approval, the student data will be updated in the cohort system through a nightly process.

To begin, select a district from the drop down box above to view My District's Summary. Then, click on the "Review and Comment" button to comment and request changes. To view reports, go to the Reports section below to view, print, or export.

My District's Summary	Hide Details (...) <img alt='\""/>
Choose a district from the drop down list at the top of the screen to populate this section.	Choose a district from the drop down list at the top of the screen to populate this section.

Reports	Hide Details (...) <img alt='\""/>			
Cohort Report	Select District <input type="button" value="v"/>	2008 <input type="button" value="v"/>	PDF <input type="button" value="v"/>	<input type="button" value="View Report"/>
Cohort Student Search	Enter UIC Here <input type="text"/>			<input type="button" value="View Report"/>
Graduation Rate Report	Select District <input type="button" value="v"/>	PDF <input type="button" value="v"/>		<input type="button" value="View Report"/>

*Note.* The green box in the upper right corner of the screen is the UIC Quick Search. By entering a UIC here, you will be able to go directly to a student's record (see page 12 for that screen). This feature is at the top of all GAD screens.

**District Dashboard screen.** After you have logged in and selected your district, a screen similar to the following will appear. There are several options for users from this screen. See the instructions below for more information on these options.

1. District and Building Selection - To view information for an entity, first build a query of the data you wish to review. Select a local educational agency (LEA)/ ISD/public school academy (PSA) from the drop-down menu that has been previously submitted to CEPI. A summary of student data for your selection will appear.
2. Review and Comment - Allows users to review previously submitted data. The chart below the button provides summary information.
3. District Requests - Summarizes requests from previous data review sessions. You may select a particular request or view all.
4. Reports - Lists of reports to aid you in the review process.

CEPI - GradDrop Dashboard Page - Microsoft Internet Explorer

Address: https://qa.mdoe.state.mi.us/GradDrop/Dashboard.aspx?dc

Dansville Schools (33040) 1

Welcome to the Graduation and Dropout Review and Comment Application (GAD). This application allows district authorized users the ability to review reports, comment on, and adjust their four-year cohort individual, student-level data. These requests include UIC linking, accountability re-points, cohort year changes, and exit record updates. Following a review of each request by ISD auditors, MDE, and CEPI staff (depending on the type of request) the reviewer may approve or deny the request. Upon approval, the student data will be updated in the cohort system through a nightly process.

To begin, select a district from the dropdown box above to view My District's Summary. Then, click on the "Review and Comment" button to comment and request changes. To view reports, go to the Reports section below to view, print, or export.

**My District's Summary** Hide Details (...)

Review and Comment View Printable Page 2

Status/School	2007 Total Students	2008 Total Students
Dansville High School (00871)		
Dropped - MER	5	57
Dropped - Reported	6	4
Exempt	2	2
Off Track (+5 year) - Graduated	1	0
Off Track (5 year) - Graduated	0	4
Off Track - Continuing	0	3
On Track - Graduated	82	0
Other High School Completer	1	0
Request Pending Approval	0	4
<b>Building Total</b>	<b>97</b>	<b>74</b>
<b>District Total</b>	<b>97</b>	<b>74</b>

**My District's Requests** Hide Details (...)

Note: This panel pertains only to requests made during the 2008 GAD cycle.

**View Requests by Status**

	2007	2008
Approved Requests	3	0
Denied Requests	2	0
Pending Requests	0	4
Removed Requests	3	0

**View Requests by Type**

	2007	2008
Audit Finding Requests	0	0
Exit Record Requests	7	1
UIC Linking Requests	0	0
Accountability Reprint Requests	0	1
Year Change Requests	0	2

3 View All...

**Reports** Hide Details (...)

Cohort Report Select District 2008 PDF View Report 4

Cohort Student Search Enter UIC Here View Report

Graduation Rate Report Select District PDF View Report

Trusted sites

## Review and Comment

**Student List.** After you have clicked on the **Review and Comment** button from the dashboard page, the Student List page will appear. Select a building and cohort year from the drop-down menus to view student records from all status categories within that building and cohort. After viewing, select a student name for a detailed record and to request changes. The menu bar above the student names contains the following data elements: (click the column headings to sort)

1. Name - Last and first name of the student
2. UIC - Unique Identification Code provided by CEPI
3. Local ID - Identification Code provided by the LEA
4. Expected Graduation Year - Calculated using the cohort's standard graduation year plus the cohort's current grade minus the student's last reported grade
5. Exit Code - Code that describes the reason a student left school (see the Appendix for code list).
6. Exit Date - Date student exited the district
7. Enrollment Date - Date student entered the district
8. Residency Code - Code that describes the student's residency status (see the Appendix for code list)
9. Last Cycle Reported - Last SRSD cycle that data was collected for the student
10. Total Count Days - Total count days in district and building indicate the number of fall and spring collections in which a student was submitted in the SRSD in each entity

Student List - Microsoft Internet Explorer

Address: <https://qa.mdoe.state.mi.us/GradDrop/StudentList.aspx?dc>

Links: 401k CEPI Home CEPI Wiki MI HR Gateway Outlook Web Client QA ADR Report Server SharePoint

Dansville Schools (33040) Dansville High School (00871) 2008

Total Students: 73

	1 Name	2 UIC	3 Local ID	4 Exp. Grad Year	5 Exit Code	6 Exit Date	7 Enrollment Date	8 Res. Code	9 Last Cycle Reported	10 Statuses	Total Count Days District Building
M	GUILLÉN-SANTOS, JOYANNA A	2217860007	10001050	2008	19		11/1/2000	14	EOY 2007	6	6
R	SANCHEZ, RUSSELL	6664645293	090323644	2007	16	9/21/2007	9/4/2007	14	Fall 2007	7	7
R	TROLARD, ALEXANDRIA	3903363398	090388620	2007	07	9/4/2007	8/28/1995	14	Fall 2007	6	6
R	VAUGHN, ALEX A	4224643178	20001503	2008	07	12/11/2006	9/26/2008	14	Spring 2007	1	1
E	MCDONNELL, MICHAEL	8015640685	090269171	2007	14	8/30/2005	6/10/2005	14	Fall 2005	0	0
E	WAUTERS, DALIA	3756518036	00677184	2006	09	8/28/2005	8/26/2004	14	Fall 2005	2	2
C	RAPPLEY, JESSICA K	4269138814	25900158	2008	19		8/24/2006	14	Fall 2007	3	3
C	ACKER, SPENCER J	1571758110	20011547	2008	19		10/1/2001	14	Fall 2007	7	7
C	ADAMS, LAINNIE A	8465584591	000032822	2008	19		8/28/1995	14	Fall 2007	7	7
C	ALLEN, KAZIA R	9608255882	102407	2008	19		8/26/2004	02	Fall 2007	7	7
C	ALLEN, YOSHIKI H	2641667682	002845	2008	19		8/29/1994	14	Fall 2007	7	7
C	ALLINGER, AUSTIN K	6851630805	000522179	2008	19		8/28/1995	14	Fall 2007	7	7
C	AUSTIN, MONIQUE K	8131629024	090292919	2008	19		8/28/1995	14	Fall 2007	7	4
C	BATTERSBY, NICKOL P	9104542257	21132	2008	19		8/21/2002	14	Fall 2007	7	7
C	BEITELLO, MATTHEW S	0693030872	194925	2008	19		9/4/1996	02	Fall 2007	7	7
C	BILKEY, EVAN A	0626895395	20003629	2008	19		8/29/2006	14	Fall 2007	3	3
C	BORGNE, LENA	0124160488	0285728	2008	19		8/28/1995	14	Fall 2007	7	7

Trusted sites

Status for the students include (detailed definitions in the Appendix):

- M** Dropped – Missing Expected Record (MER)
- R** Dropped – Reported
- E** Exempt: (formerly Transfer-Out)
- O** Other High School Completer
- C** Off Track – Continuing
- G** On Track – Continuing
- G** On Track – Graduated
- 5** Off Track (5 year) – Graduated
- +5** Off Track (> 5 year) – Graduated
- C** Confirmed Transfers Out & Located Dropouts
- P** Request Pending Approval

**Student Data.** After you have clicked on a student name from the Student List page, the Student Data page will appear. This displays a detailed summary for the student selected. The rows of data directly below the student name (A) represent the current data for the selected student. The historical data (B) listed further down the page is a collection of previous data submissions. Hover the cursor over any underlined number to see the definition of that code. Here is a breakdown on new data not yet mentioned:

1. Student status
2. Last Cycle - Last SRSD collection cycle submitted for this student
3. Grade - Current grade for this record
4. Age as of Dec. 1 - Age as of December 1 for the most recent collection cycle
5. Program Participation - Yes/No status for participation in Special Education, Limited English Proficient, Migrant Education, Alternative Education, and Supplemental Nutrition programs
6. FTE - full-time equivalency

Individual - Microsoft Internet Explorer

Address: <https://qa.mdoe.state.mi.us/GradDrop/Individual.aspx?dca>

Dansville Schools (33040) Dansville High School (00871) 2008

Submit a request for this student: UIC Linking Request Go

**JOYANNA A. GUILLEN-SANTOS (2217860007)** 1 Dropped - MER

Male

DOB: 5/6/1988

Race/Ethnicity: White

Student ID: 10001050

Enroll Date	Exit Status	Exit Date	Last Cycle	Grade	Age as Dec. 1	Student Res.	Expected Grad. Year	Spec. Ed.	LEP	Migrant	Alt. Ed.	Supp. Nut.
11/1/2000	19		EOY 2007	11	16	14	2008	N	N	N	N	N

**Historical Data**

Cycle	District Name	Building Name	Exit Status	Exit Date	Enroll Date	FTE	Grade
EOY 2007	Dansville Schools	Dansville High School	19		11/1/2000	1.00	11
Spring 2007	Dansville Schools	Dansville High School	19		11/1/2000	1.00	11
Fall 2006	Dansville Schools	Dansville High School	19		11/1/2000	1.00	11
EOY 2006	Dansville Schools	Dansville High School	19		11/1/2000	1.00	10
Spring 2006	Dansville Schools	Dansville High School	19		11/1/2000	1.00	10
Fall 2005	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09
EOY 2005	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09
Spring 2005	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09
Fall 2004	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09

Trusted sites

**Requests.** From the Student Data page, there are several options for working with this student record that will vary depending on your level of access. It should be noted that submitted requests do not guarantee that changes will be made. A process of auditing and checking will be performed by the ISD, MDE, or by a state administrator, depending on the type of request.

As the various requests are processed, their subsequent results can move a student from a cohort or a district, or remove a student record altogether when linked to another record. Therefore, only one request can be made at a time. If a request is pending, information on the request and the person making that request will be displayed. The approvals/denials take place on a nightly basis – the application will check the request against every SRSD record ever submitted and determine a final status with the most up-to-date information. This database-intensive work would slow down the application if run during the day. Waiting to run the checks at night also provides the opportunity for the users to withdraw any erroneous requests.

On the Student Data page, a drop-down box appears above the student's name with options to submit change requests. To submit a request, select the request type from the drop-down menu. If this student record requires multiple changes, and one of these includes UIC linking, then it is advised to request the UIC link first, as a UIC link erases all previous GAD changes for the linked UICs. All other requests for a student record can be performed in any order.

1. UIC Linking Request
2. Exit Record Request
3. Accountability Reprint Request
4. Year Change Request

Individual - Microsoft Internet Explorer

Address: <https://qa.mdoe.state.mi.us/GradDrop/Individual.aspx?dcd>

Dansville Schools (33040) Dansville High School (00871) 2008

Submit a request for this student: **UIC Linking Request** Go

**JASMINE B. PROSS (2217)** **Dropped - MER**

Cohort Year: 2008  
Male  
DOB: 4/21/1992  
Race/Ethnicity: White  
Student ID: 4010

Enroll Date	Exit Status	Exit Date	Last Cycle	Grade	Age as Dec. 1	Student Res.	Expected Grad. Year	Spec. Ed.	LEP	Migrant	Alt. Ed.	Supp. Nut.
11/1/2000	19		EOY 2007	11	16	14	2008	N	N	N	N	N

**Historical Data**

Cycle	District Name	Building Name	Exit Status	Exit Date	Enroll Date	FTE	Grade
EOY 2007	Dansville Schools	Dansville High School	19		11/1/2000	1.00	11
Spring 2007	Dansville Schools	Dansville High School	19		11/1/2000	1.00	11
Fall 2006	Dansville Schools	Dansville High School	19		11/1/2000	1.00	11
EOY 2006	Dansville Schools	Dansville High School	19		11/1/2000	1.00	10
Spring 2006	Dansville Schools	Dansville High School	19		11/1/2000	1.00	10
Fall 2005	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09
EOY 2005	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09
Spring 2005	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09
Fall 2004	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09

Done Trusted sites



## Requesting or Changing an Exit Record

From the Student List screen click on the hyperlink of the student's name, for whom you wish to make a request. This brings up the Student Data screen containing the current and historical data for this student. To make a request to change an exit record, click on the **Exit Record Request** option in the drop-down menu and click **Go**.

On the Request an Exit Record screen, view the student's current data. To request an exit change for this student:

1. Old Exit Status - This represents the exit status you will be updating
2. Old Exit Date - This represents the exit date you will be updating
3. Select a new exit status from the drop-down menu (scroll down the page for a list of exit statuses)
4. Enter a new exit date in mm/dd/yyyy format
5. Provide an explanation and indicate the documentation you have on file to support the request for change to the record documentation (see page 27 for acceptable exit status documentation).
6. Click the **Request Exit Record** button

**Request an Exit Record - Microsoft Internet Explorer**

Address: <http://hco071cepidw001/GradDrop/RequestExitRecord.aspx?> Go

Links: MI HR Gateway Outlook Web Client

**JOHNATHON J. BARNES (1853492783)** Dropped - MER

Female  
DOB: 1/24/1992  
Race/Ethnicity: White  
Student ID: 10

Enroll Date	Old Exit Status	Old Exit Date	New Exit Status	New Exit Date	Last Cycle	Grade	Age as Dec. 1	Student Res.	Expected Grad. Year	Spec. Ed.	LEP	Migrant	Alt. Ed.	Supp. Nut.
9/15/2003	08	9/2/2004	Select ▼		Fall 2004	10	16	14	2007	N	N	N	N	Y

Documentation on File for Verification and Comments:

Exit Status Descriptions

01	Graduated from general education with a high school diploma
02	Graduated from general education with a high school diploma and applied to a degree-granting college or university to a degree-granting college or university granting college or university
03	Graduated from an alternative program with a high school diploma
04	Graduated from general education with a high school diploma and applied to a non-degree-granting institution
05	Completed general education with an equivalency certificate (GED)
06	Completed general education with other certificate
07	Dropped out of school
08	Enrolled in another public school district in Michigan

Done Local intranet

After you've clicked the **Request Exit Record** button, a "Request has been submitted to ISD" message will be displayed. This student's record can no longer be worked on until this request has been processed. To make a request for another student, click on **Student List** at the top.

## **Requesting to Link UICs**

As students move from school to school, CEPI's goal is that each student will use the same UIC, so that each students' move can be accurately recorded in the GAD Application.

However, in some cases, the new district may not have used the existing UIC, and created a new one. This would break the link between that student's records at the old school, and his/her records at the new school. Many of these students end up in the GAD Application listed as Missing Expected Record (MER). These students will be counted as non-graduates and dropouts if their records are not addressed in some way.

To remedy this situation, you will need to select a MER student from the application, and then you will need access to the UIC search function in the SRSD Application.

If you are not the UIC resolver for your district, you will need to work with the person who is. For each student name on the MER list, perform a search in the SRSD Application. Be sure to look for Bill/William or Betty/Elizabeth name variations. Review the student records produced by the search and look for key indicators, such as same birthdates (or perhaps an inverted day/month), entrance dates at the new district that match the exit from yours, or other data which causes you to believe that this student is the same one that left your district. Should you find that this is the case, print out the screen and use that information as a source for confirmation. This may require contacting the new district.

It is also possible to have MER records for students who never left your district at all. If you should inadvertently create a new UIC for an existing student, the old UIC would show up on the MER list. Be sure to double-check your own student system for these student records. Should student records appear with different UICs, then these are certainly students for whom you will want to submit a linking request.

**Requesting to Link UICs (Step 1).** From the Student Data screen, click on **UIC Linking Request** and then **Go**. This will bring up the first of two pages to link this student's UICs.

This screen will allow you to link the existing student records together via their UICs.

1. Enter the UIC you wish to link to this student record in the blank field
2. Click **Validate** to confirm it is a valid UIC.
3. If you need to contact a UIC resolver, click the **Contact Your District's UIC Resolver** link to obtain a list of those personnel members.

Request to Link UIC - Microsoft Internet Explorer

Address: https://qa.mdoe.state.mi.us/GradDrop/RequestUICLink1.asp

2008-2009 Graduation/Dropout Review and Comment Application

Print UIC Quick Search Go

Dashboard > Dansville High School - Student List > JOYANNA A. GUILLEN-SANTOS > Request To Link UIC

**Request to Link UIC (Step 1)**

You may wish to link another UIC to this student record. First, you will need to validate the UIC you wish to link. Type the UIC in the data field below and click validate.

Dansville Schools (33040) Dansville High School (00871) 2008

JOYANNA A. GUILLEN-SANTOS (2217860007)

Male  
DOB: 5/6/1988  
Student ID: 10001050  
EntityID: Dansville High School (00871)

There are no secondary UICs.

Enter the UIC you wish to link to this one. Validate

Contact Your District's UIC Resolver

Trusted sites



**Requesting to Link UICs (Step 2).** After clicking **Validate**, the second UIC linking screen will appear. This screen displays the two UIC records you want to link, side-by-side. To complete the linking request:

1. If you decide to switch the primary and secondary UICs, you may do so by clicking the link **Make Primary UIC**
2. Once you have your primary and secondary records assigned, provide supporting information in the Comments text box
3. Submit your request by clicking the button titled **Request to Link These UICs**

	PRIMARY	SECONDARY
UIC	8533206558	7604155130
First Name	EMILY	JOSEPH
Middle	P	B
Last Name	BAIN	BURBANK
DOB	3/18/1991	8/7/1986
Gender	Male	Male
Cohort Master Key	643464	626735
Expected Grad Year	2007	2007
Max. Cohort History Key	7337104	2752859
FTE	0.00	0.00
Student Res.	14	14
Exit Status	08	08
Exit Date	9/5/2006	1/26/2004
Enroll Date	8/30/1994	9/2/2003
End Date		
First Cycle	Fall 2006	Spring 2004
Last Cycle	Fall 2006	Spring 2004
Grade	12	09
Age as Dec. 1	17	14
Cohort Status	Dropped - MER	Dropped - MER

Comments:

**Request to Link These UICs**

[Michigan.gov Home](#) | 
 [CEPI Home](#) | 
 [GAD Home](#) | 
 [User Guide](#) | 
 [Contact CEPI](#) | 
 [Logout](#)  
[State Web Sites](#) | 
 [Accessibility Policy](#) | 
 [Privacy Policy](#) | 
 [Link Policy](#) | 
 [Security Policy](#)  
 Copyright © 2008 State of Michigan

After clicking the **Request to Link These UICs** button, a "Request has been submitted for CEPI approval" message will be displayed. This student's record can no longer be worked on until this request has been processed. To make a request for another student, click on **Student List** at the top.

## Accountability Repoint Request

From the Student List screen, click on the hyperlink of the student's name for whom you wish to make a request. This brings up the Student Data screen containing current and historical student data. To make an accountability repoint request, click on the **Accountability Repoint Request** option in the drop-down menu and click **Go**. On the History Repoint screen, view the student's current data. To request a repoint change for this student:

1. Select the radio button of the entity which should be held accountable for this student.
2. Provide supporting information in the Comments text box.
3. Submit your request by clicking the button titled **Save**.

**JOYANNA A. GUILLEN-SANTOS (2217860007)** Dropped - MER

Dansville Schools  
 Dansville High School  
 Male  
 DOB: 5/6/1988  
 Race/Ethnicity: White  
 Student ID: 10001050

Enroll Date	Exit Status	Exit Date	Last Cycle	Grade	Age as Dec. 1	Student Res.	Expected Grad. Year	Spec. Ed.	LEP	Migrant	Alt. Ed.	Supp. Nut.
11/1/2000	19		EOY 2007	11	16	14	2008	N	N	N	N	N

**Historical Data**

Cycle	District Name	Building Name	Exit Status	Exit Date	Enroll Date	FTE	Grade
<input type="radio"/> EOY 2007	Dansville Schools	Dansville High School	19		11/1/2000	1.00	11
<input type="radio"/> Spring 2007	Dansville Schools	Dansville High School	19		11/1/2000	1.00	11
<input type="radio"/> Fall 2006	Dansville Schools	Dansville High School	19		11/1/2000	1.00	11
<input type="radio"/> EOY 2006	Dansville Schools	Dansville High School	19		11/1/2000	1.00	10
<input type="radio"/> Spring 2006	Dansville Schools	Dansville High School	19		11/1/2000	1.00	10
<input type="radio"/> Fall 2005	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09
<input type="radio"/> EOY 2005	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09
<input type="radio"/> Spring 2005	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09
<input type="radio"/> Fall 2004	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09

Comments:

After clicking the **Save** button, a "The record has been successfully updated" message will be displayed. This student's record can no longer be worked on until this request has been processed. To make a request for another student, click on **Student List** at the top.

## Year Change Request

From the Student List screen click on the hyperlink of the student's name for whom you wish to make a request. This brings up the Student Data screen containing the current and historical data for this student. A cohort year change request should be made if the automated cohort year assignment is incorrect and there is evidence to support a change.

To make a year change request, click on the **Year Change Request** option in the drop-down menu and click **Go**. On the Year Change screen, view the student's current data. To request a year change for this student:

1. Select the correct cohort year to change to from the drop-down menu.
2. Provide supporting information in the Comments text box.
3. Submit your request by clicking the button titled **Save**.

**Year Change Request - Microsoft Internet Explorer**

Address: <https://qa.mdoe.state.mi.us/GradDrop/YearChange.aspx?> Go

**JOYANNA A. GUILLEN-SANTOS (2217860007)** Dropped - MER

Dansville Schools  
Dansville High School  
Male  
DOB: 5/6/1988  
Race/Ethnicity: White  
Student ID: 10001050

Enroll Date	Exit Status	Exit Date	Last Cycle	Grade	Age as Dec. 1	Student Res.	Expected Grad. Year	Spec. Ed.	LEP	Migrant	Alt. Ed.	Supp. Nut.
11/1/2000	19		EOY 2007	11	16	14	2008	N	N	N	N	N

**Historical Data**

Cycle	District Name	Building Name	Exit Status	Exit Date	Enroll Date	FTE	Grade
EOY 2007	Dansville Schools	Dansville High School	19		11/1/2000	1.00	11
Spring 2007	Dansville Schools	Dansville High School	19		11/1/2000	1.00	11
Fall 2006	Dansville Schools	Dansville High School	19		11/1/2000	1.00	11
EOY 2006	Dansville Schools	Dansville High School	19		11/1/2000	1.00	10
Spring 2006	Dansville Schools	Dansville High School	19		11/1/2000	1.00	10
Fall 2005	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09
EOY 2005	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09
Spring 2005	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09
Fall 2004	Dansville Schools	Dansville High School	19		11/1/2000	1.00	09

New Cohort Year: Select Year 1

Comments:

2

3

Trusted sites

After clicking the **Save** button, a "The record has been successfully updated" message will be displayed. This student's record can no longer be worked on until this request has been processed. To make a request for another student, click on **Student List** at the top.

## View Requests

**Dashboard screen.** After a user has logged in and selected a district from the drop-down menu, a screen similar to the following will appear for a district submitter. There are several options for users under the My District's Requests section. These requests can include requests the user made or requests from another authorized user within the same district during the current GAD cycle. See the instructions below for more information on these options.

CEPI - GradDrop Dashboard Page - Microsoft Internet Explorer

Address: <https://qa.mdoe.state.mi.us/GradDrop/Dashboard.aspx>

Dansville Schools (33040)

Welcome to the Graduation and Dropout Review and Comment Application (GAD). This application allows district authorized users the ability to review reports, comment on, and adjust their four-year cohort individual, student-level data. These requests include UIC linking, accountability re-points, cohort year changes, and exit record updates. Following a review of each request by ISD auditors, MDE, and CEPI staff (depending on the type of request) the reviewer may approve or deny the request. Upon approval, the student data will be updated in the cohort system through a nightly process.

To begin, select a district from the dropdown box above to view My District's Summary. Then, click on the "Review and Comment" button to comment and request changes. To view reports, go to the Reports section below to view, print, or export.

**My District's Summary** Hide Details (...)

Review and Comment View Printable Page

Status/School	2007 Total Students	2008 Total Students
<b>Dansville High School (00871)</b>		
Dropped - MER	5	57
Dropped - Reported	6	4
Exempt	2	2
Off Track (+5 year) - Graduated	1	0
Off Track (5 year) - Graduated	0	4
Off Track - Continuing	0	3
On Track - Graduated	82	0
Other High School Completer	1	0
Request Pending Approval	0	4
<b>Building Total</b>	<b>97</b>	<b>74</b>
<b>District Total</b>	<b>97</b>	<b>74</b>

**My District's Requests** Hide Details (...)

Note: This panel pertains only to requests made during the 2008 GAD cycle.

**View Requests by Status**

	2007	2008
Approved Requests	3	0
Denied Requests	2	0
Pending Requests	0	4
Removed Requests	3	0

**View Requests by Type**

	2007	2008
Audit Finding Requests	0	0
Exit Record Requests	7	1
UIC Linking Requests	0	0
Accountability Reprint Requests	0	1
Year Change Requests	0	2

[View All...](#)

**Reports** Hide Details (...)

Cohort Report: Dansville Schools (33040) 2008 PDF View Report

Cohort Student Search: Enter UIC Here View Report

Graduation Rate Report: Dansville Schools (33040) PDF View Report

Users can search for requests submitted based on the status or type. The status of a request can either be: 1) approved – request has been approved and applied to the student's record; 2) denied – request was not granted based on evidence provided; 3) pending – request is awaiting action to be taken; or 4) removed – erroneous request was removed to prevent further action.

The request type can either be: 1) audit findings – ISD approved or denied requests; 2) exit record – request to change the exit status and exit date of a student; 3) UIC linking – request to link two UICs together; 4) accountability reprint – request to change accountability for a student from one entity to another; or 5) year change – request to change a student's cohort year.

**Requests.** Click on any of the links under My District's Requests from the Dashboard screen to bring up the Requests screen. You should see a screen similar to the one below. Depending upon the link selected from the Dashboard screen, you may be looking at a summary of all requests, or those from a specified selection. This screen displays the district information you are authorized to view.

1. If multiple buildings exist, select one from the drop-down menu to view the requests for that building. Additionally, select the appropriate cohort year.
2. Use the drop-down box to view requests filtered by request type.
3. Or, use the drop-down box to view requests filtered on request status.
4. To view all comments provided by users, click the **View Comments** link.
5. For particular requests, click on the UIC hyperlink to view current and historical data for that student.
6. **Save Changes** must be clicked to save any changes made.

Requests - Microsoft Internet Explorer

Address: https://qa.mdoe.state.mi.us/GradDrop/Requests.aspx?ty=

Dansville Schools (33040) Dansville High School (00871) 2008

Display Options: Request Type: Year Change Requests Request Status: All Requests

Save Changes

**Year Change Request(s)** Total Records: 2

Requester/ Requested Date	UIC	Name	DOB	Gender	Student Number	Old Cohort Year	New Cohort Year	Status	Approve	Deny
DisSubmitter GAD 1/2/2009 9:07 AM	<a href="#">8407010622</a>	MASON ANDERSON	6/3/1990	F	001232290	2008	2010		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">View Comments</a>									<a href="#">Add Comment</a>	
DisSubmitter GAD 1/2/2009 9:30 AM	<a href="#">4984825594</a>	ROMELL ANDERSON	9/18/1985	M	009752250	2008	2010		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">View Comments</a>									<a href="#">Add Comment</a>	

Save Changes

Users can search for requests submitted based on the status or type. The status of a request can either be: 1) pending – request is awaiting action to be taken; 2) approved – request has been approved and applied to the student's record; 3) denied – request was not granted based on evidence provided; 4) processed – request has been approved and applied to the student's record; 5) unprocessed – request has been approved but not yet applied to the student's record; or 6) removed – request was removed to prevent further action as a result of an incorrect request submitted.

The request type can either be: 1) audit findings – ISD approved or denied requests; 2) exit record – request to change the exit status and exit date of a student; 3) UIC linking – request to link two UICs together; 4) accountability repoint – request to change accountability for a student from one entity to another; or 5) year change – request to change a student's cohort year.

## ISD Submitter

**Dashboard screen.** After a user has logged in, a screen similar to the following will appear for an ISD submitter. There are several options for users from this screen. See the instructions below for more information about these options.

1. To begin, select your district/building from the drop-down menu.
2. Progress at a Glance summarizes the buildings that should be audited or those that have been completed
3. View and Update Data contains the following links:
  - Audit Findings Student List - Allows you to request changes to students' exit codes and exit dates
  - Audit Findings Building List - Allows you to check off the buildings that you have finished auditing
  - Audit Finding Requests - Allows you to view a summary of requests ready to be approved or denied
4. Reports section allows you to view cohort and graduation rate reports for the ISD and districts for which you have permissions for
5. UIC Quick Search provides quick access to an individual student record. Enter a valid UIC and click **Go**. The Student Data screen will come up (screen discussed on page 12).

CEPI - GradDrop Dashboard Page - Microsoft Internet Explorer

Address: https://qa.mdoe.state.mi.us/GradDrop/Dashboard.aspx

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home GAD Home Help User Guide CEPI Home Contact CEPI Logout

**2008-2009 Graduation/Dropout Review and Comment Application**

Print UIC Quick Search Go

**Dashboard**

Select District

Welcome to the Graduation and Dropout Review and Comment Application (GAD). This application allows district authorized users the ability to review reports, comment on, and adjust their four-year cohort individual, student-level data. These requests include UIC linking, accountability re-points, cohort year changes, and exit record updates. Following a review of each request by ISD auditors, MDE, and CEPI staff (depending on the type of request) the reviewer may approve or deny the request. Upon approval, the student data will be updated in the cohort system through a nightly process.

**Audit Findings** Hide Details (...) &

Progress At a Glance 2

Total Buildings	50
Audit Completed Buildings	0
Outlying Buildings (Audit Required)	0
Outlying/Required Buildings Audit Completed	0

View and Update Data 3

[Audit Findings Student List](#)

[Audit Findings Building List](#)

[Audit Finding Requests](#)

**Reports** Hide Details (...) &

Cohort Report Select District 2008 PDF View Report

Cohort Student Search Enter UIC Here View Report

Graduation Rate Report Select District PDF View Report

Trusted sites



## Audit Findings Student List

**Audit Findings Student List.** After the user has clicked on **Audit Findings Student List** from the Dashboard screen, a screen similar to the one below will appear. This page enables the user to request changes to student's exit codes and exit dates. To exit this page, click on **Dashboard** at the top.

1. To begin, select the district/building and the exit code from the drop-down menus to view student records.
2. Once student records appear, enter the new exit code. Exit codes will appear if you click on the **View Code Descriptions** link under the drop-down menu (2a).
3. Enter the new exit date.
4. Enter comments into the comment box.
5. If these changes complete those for the building, check the box next to Building Complete.
6. The checkbox in the audited column allows you to mark records you have reviewed, but that required no changes. Also, the cohort year for each student record is included for your reference under the checkbox and can be used to sort.
7. Click the **Save** button. This button is duplicated at the bottom of the screen.

The screenshot shows the 'Audit Findings Student List' application in an Internet Explorer browser. The page title is '2008-2009 Graduation/Dropout Review and Comment Application'. The breadcrumb trail is 'Dashboard > Audit Findings Student List'. A yellow box contains instructions: 'This result page lists the students for the school and exit code you selected. This page enables the user to request changes to student's exit codes and exit dates. A comment box appears for each student to make comments for other authorized users to view. Enter the new exit code by selecting it from the dropdown menu. For quick reference, click on the "View Code Descriptions" link for a description of the exit status codes. Next, enter the new exit date in the text box provided. Remember to save all changes before sorting data or exiting. If these changes complete all requests for this building, click on the Building Complete checkbox.'

At the top, there are three dropdown menus: 'Dansville Schools (33040)', 'Dansville High School (00871)', and 'Exempt (09, 12, 14, & 15)'. A '1' is in a box next to the last dropdown. Below these is a checkbox for 'Building Complete' and a 'View Code Descriptions' link. A '2a' callout points to the 'View Code Descriptions' link.

A warning message states: 'Warning: Save all data before sorting by field or changes will be lost.' A 'Save' button is to the right. A '5' callout points to the 'Building Complete' checkbox.

The main table has columns: Audited, Status, Name, UIC, DOB, Gender, Grade, Local ID, Original Exit Code, Exit Date, New Exit Code, and New Exit Date. A '6' callout points to the 'Audited' checkbox for the first student.

Two student records are shown:

- BLAIR, KENNETH** (2008 Cohort): UIC 3756518036, DOB 8/16/1993, F, Grade 11, Local ID 88111011, Original Exit Code 09, Exit Date 8/28/2005. A '4' callout points to the 'Comments' box. A '2' callout points to the 'New Exit Code' dropdown. A '3' callout points to the 'New Exit Date' text box.
- CORDES, GARRETT** (2007 Cohort): UIC 8765739393, DOB 2/9/1987, F, Grade 09, Local ID 28715, Original Exit Code 14, Exit Date 8/28/2005.

A '7' callout points to the 'Save' button.

## Audit Findings Building List

**Audit Findings Building List.** After the user has clicked on **Audit Findings Building List** from the Dashboard screen, a screen similar to the one below will appear. This page enables the user to view and check off buildings that no longer require audits. To exit this page, click on **Dashboard** at the top.

1. Check the box next to the building that you have finished auditing
2. Click the **Save** button. This button is duplicated at the bottom of the screen.

**Audit Findings Building List**

Below is a list of buildings you have permissions for. Please check off the buildings you have finished auditing. Once a building is marked as finished updates can still be made. If an update is made to a building that is marked finished, it will automatically be switched to unfinished and you must come back to this page and mark it as finished again.

District Name	District Code	Building Name	Building Code	
Lansing Public School District	33020	Beekman Center	05261	<input checked="" type="checkbox"/>
Lansing Public School District	33020	C.W. Otto Middle School	00484	<input checked="" type="checkbox"/>
Capital Area Academy	33907	Capital Area Academy	08716	<input checked="" type="checkbox"/>
Okemos Public Schools	33170	Chippewa Middle School	08214	<input checked="" type="checkbox"/>
Lansing Public School District	33020	CLCCA 6-8	09165	<input checked="" type="checkbox"/>
Lansing Public School District	33020	Community Connections Learning Center	09166	<input checked="" type="checkbox"/>
Dansville Schools	33040	Dansville High School	00871	<input checked="" type="checkbox"/>
Lansing Public School District	33020	Dwight Rich Middle School	05068	<input checked="" type="checkbox"/>
East Lansing School District	33010	East Lansing High School	01025	<input type="checkbox"/>
Lansing Public School District	33020	Eastern High School	01044	<input type="checkbox"/>
Lansing Public School District	33020	Education Options	04456	<input checked="" type="checkbox"/>
Haslett Public Schools	33060	English as a Second Language	07679	<input checked="" type="checkbox"/>
Lansing Public School District	33020	Everett High School	01166	<input checked="" type="checkbox"/>
Lansing Public School District	33020	Forest View School	01269	<input type="checkbox"/>
Lansing Public School District	33020	Gardner Middle School	05696	<input type="checkbox"/>
Haslett Public Schools	33060	Haslett High School	06207	<input checked="" type="checkbox"/>
Haslett Public Schools	33060	Haslett Middle School	01604	<input checked="" type="checkbox"/>
Ingham ISD	33000	Heartwood School	06962	<input type="checkbox"/>

Save



## Audit Finding Requests

**Audit Finding Requests.** After a user has clicked on **Audit Finding Requests** from the Dashboard screen, a screen similar to the one below will appear. This screen enables the user to view a summary of requests submitted by district users. All Audit Finding Requests submitted will be automatically approved. Depending upon the link selected from the main menu, you may be looking at a summary of all requests, or those from a specified selection. To exit this page, click on **Dashboard** at the top.

1. If multiple buildings exist, select one from the drop-down menu to view the requests for that building. Additionally, select the appropriate cohort year.
2. Use the drop-down box to view requests filtered on request type.
3. Or, use the drop-down box to view requests filtered on request status.
4. To view all comments provided by users, click the **View Comments** link.
5. For particular requests, clicking on the linked UIC will allow you to view current and historical data for that student.
6. Click **Save Changes** to submit your approval/denial of the request.

Requests - Microsoft Internet Explorer

Address: <https://qa.mdoe.state.mi.us/GradDrop/Requests.aspx?ty=4>

Ingham ISD (33000) Select Building 2008

Display Options: Request Type: Audit Finding Requests Request Status: All Requests

Save Changes

**Audit Findings Request(s)** Total Records: 1

Requester/ Requested Date	UIC	Name	DOB	Gender	Student Number	Old Exit Status	Old Exit Date	New Exit Status	New Exit Date	Status
ISDSubmitter GAD 10/21/2008 3:48 PM	<a href="#">5105037410</a>	GRETCHEN E. KURTZ	10/4/1978	F				02	8/14/2005	Approved

[View Comments](#)

Save Changes

Michigan.gov Home | CEPI Home | GAD Home | User Guide | Contact CEPI  
 State Web Sites | Accessibility Policy | Privacy Policy | Link Policy | Security Policy  
 Copyright © 2008 State of Michigan

## Reports

The report section of the site will allow you to create three reports for the LEAs you are authorized to view. The Cohort Report will provide a district-level summary for an individual cohort class. The Cohort Student Search will allow you to look up an individual student's historical record. The Graduation Rate Report will provide a rate summary for your LEA. All reports can be generated from the Dashboard screen.

CEPI - GradDrop Dashboard Page - Microsoft Internet Explorer

Address: <https://qa.mdoe.state.mi.us/GradDrop/Dashboard.aspx?dc>

Dansville Schools (33040)

Welcome to the Graduation and Dropout Review and Comment Application (GAD). This application allows district authorized users the ability to review reports, comment on, and adjust their four-year cohort individual, student-level data. These requests include UIC linking, accountability re-points, cohort year changes, and exit record updates. Following a review of each request by ISD auditors, MDE, and CEPI staff (depending on the type of request) the reviewer may approve or deny the request. Upon approval, the student data will be updated in the cohort system through a nightly process.

To begin, select a district from the dropdown box above to view My District's Summary. Then, click on the "Review and Comment" button to comment and request changes. To view reports, go to the Reports section below to view, print, or export.

**My District's Summary** Hide Details (...)

Review and Comment View Printable Page

Status/School	2007 Total Students	2008 Total Students
<b>Dansville High School (00871)</b>		
Dropped - MER	5	57
Dropped - Reported	6	4
Exempt	2	2
Off Track (+5 year) - Graduated	1	0
Off Track (5 year) - Graduated	0	4
Off Track - Continuing	0	3
On Track - Graduated	82	0
Other High School Completer	1	0
Request Pending Approval	0	4
<b>Building Total</b>	<b>97</b>	<b>74</b>
<b>District Total</b>	<b>97</b>	<b>74</b>

**My District's Requests** Hide Details (...)

Note: This panel pertains only to requests made during the 2008 GAD cycle.

**View Requests by Status**

	2007	2008
Approved Requests	3	0
Denied Requests	2	0
Pending Requests	0	4
Removed Requests	3	0

**View Requests by Type**

	2007	2008
Audit Finding Requests	0	0
Exit Record Requests	7	1
UIC Linking Requests	0	0
Accountability Reprint Requests	0	1
Year Change Requests	0	2

[View All...](#)

**Reports** Hide Details (...)

1 Cohort Report Select District 2008 PDF View Report

2 Cohort Student Search Enter UIC Here View Report

3 Graduation Rate Report Select District PDF View Report

Trusted sites












1. For the Cohort Report, you will need to select a district, year and desired format from the drop-down menus and then click **View Report**.
2. For the Cohort Student Search, you will need enter a valid UIC and then click **View Report**.
3. For the Graduation Rate Report, you will need to select a district and desired format from the drop-down menus and then click **View Report**.

## Acceptable Exit Status Documentation

Exit Status	Definition	Allowable Documentation
01, 02, 03, 04, 05, 06, 20, 21	Graduated or completed	<ul style="list-style-type: none"> <li>Official transcript or diploma.</li> <li>Official alpha list of graduates/completers from the student management software, which includes pupil's name, UIC, date of birth and SRSD completion status; sorted by building, then by completion status, then by pupil's last name.</li> </ul>
09	Moved out of state	<ul style="list-style-type: none"> <li>Request for the pupil's records (on official letterhead) from an out-of-state school.</li> <li>Pupil withdrawal form signed by the parent/guardian or qualified student and authorized district representative indicating where pupil is moving or name of school district the pupil will attend.</li> <li>Written contemporaneous documentation of an oral statement by the parent/guardian or qualified student, signed and dated by an authorized district representative (can be a log).</li> <li>Written contemporaneous documentation of an oral statement by a neighbor, parent's employer, colleague or other adult who would have knowledge of the family's move (can be a log).</li> </ul>
12	Deceased	<ul style="list-style-type: none"> <li>Confirmation from student management software that student is listed as deceased in the software.</li> <li>Obituary, other newspaper article.</li> <li>Program from the funeral/memorial service.</li> <li>Written statement from the parent or guardian.</li> <li>Death certificate.</li> </ul>
14	Enrolled in home school	<ul style="list-style-type: none"> <li>Written parental statement.</li> <li>Pupil withdrawal form signed by the parent/guardian or qualified student indicating pupil is being home-schooled.</li> <li>Written contemporaneous documentation of an oral statement by the parent/guardian or qualified student, signed and dated by an authorized district representative (can be a log).</li> <li>Parental record request.</li> <li>Statement by attendance officer (truancy officer).</li> </ul>
15	Enrolled in nonpublic school	<ul style="list-style-type: none"> <li>Written request for the pupil's records from a nonpublic school.</li> <li>Pupil withdrawal form signed by the parent/guardian or qualified student indicating name of nonpublic school the pupil will attend.</li> <li>Written contemporaneous documentation of an oral statement by the parent/guardian or qualified student signed and dated by an authorized district representative (can be a log).</li> </ul>

## Appendix

### Categories of Student Cohort Status

Icon	Cohort Status Categories	Category Definitions
	Dropped – Missing Expected Record (MER)	<p><b>a:</b> Students who were last reported to SRSD with exit status code 19 (expected to continue), yet were not reported in a subsequent collection.</p> <p><b>b:</b> Students who were last reported as transferring to another district (exit status code 08), yet no other district reported them in a subsequent collection.</p>
	Dropped – Reported	Students who were last reported to SRSD with exit status codes categorized as "Dropped-Reported" for graduation cohort purposes (i.e., exit status codes 07, 10, 11, 13, 16, 17, and 18), and who were not reported by another district in subsequent collections.
	Exempt: (formerly Transfer-Out)	<p><b>a:</b> Students who were last reported to SRSD with exit status codes categorized as "Exempt" for graduation cohort purposes (i.e., exit status codes 09, 12, 14, and 15).</p> <p><b>b:</b> Students who are non-public or home-schooled students, as indicated in Field 30: Student Residency (Membership).</p>
	Other High School Completer	Students who were last reported to SRSD with exit status codes categorized as "Other High School Completer" for graduation rate purposes (i.e., exit status codes 05, 06, 20, and 21).
	Off-Track – Continuing	Students who were last reported to SRSD with exit status codes of "Expected to continue in the same school district" (19), yet their expected graduation year is greater than their cohort year.
	On-Track – Continuing	Students who were last reported to SRSD with exit status codes of "Expected to continue in same school district" (19), and their expected graduation year is less than or equal to their cohort year.
	On-Track – Graduated	Students who were last reported to SRSD with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04) and their graduation date is less than or equal to their cohort year.
	Off-Track (5 year) – Graduated	Students who were last reported to SRSD with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04) and their graduation date is one year greater than their cohort year.
	Off-Track (> 5 year) – Graduated	Students who were last reported to SRSD with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04) and their graduation date is more than one year greater than their cohort year.
	Confirmed Transfers Out & Located Dropouts	Students who were last reported to SRSD with exit status codes of Enrolled in another public school district in Michigan, Dropped out of school or Unknown, but have since been submitted by other school districts. These students no longer count toward a districts' graduation and dropout rates.
	Request Pending Approval	A change to this student's record has been submitted and is awaiting approval.

**Exit Status Descriptions**

- 01 Graduated from general education with a high school diploma
- 02 Graduated from general education with a high school diploma and applied to a degree-granting college or university
- 03 Graduated from an alternative program with a high school diploma
- 04 Graduated from general education with a high school diploma and applied to a non-degree-granting institution
- 05 Completed general education with an equivalency certificate (GED)
- 06 Completed general education with other certificate
- 07 Dropped out of school
- 08 Enrolled in another public school district in Michigan
- 09 Moved out of state
- 10 Expelled from the school district (no further services)
- 11 Enlisted in military or Job Corps
- 12 Deceased
- 13 Incarcerated
- 14 Enrolled in home school
- 15 Enrolled in non-public school
- 16 Unknown
- 17 Placed in a recovery or rehabilitative program
- 18 Left Adult Education
- 19 Expected to continue in the same school district
- 20 Received Special Education certificate of completion and exited the K-12 system
- 21 Special Education - Reached maximum age and exited the K-12 system
- 30 Exited Early Childhood or Early On<sup>®</sup> Program

**Residency Codes**

*Non-resident:*

- 01 Non-K-12 district
- 02 Section 105 school of choice (within same ISD)
- 03 Section 105c school of choice (outside contiguous ISD)
- 04 Non-public school student
- 05 No cooperative agreement, no release, not exempted
- 06 All other non-resident students
- 07 Home schooled non-resident

*Resident:*

- 08 Non-public school student
- 09 Section 24 juvenile detention facility
- 10 For new PSAs (fall only)
- 11 School for the deaf/blind
- 12 Section 6(4)(d) non-special education juvenile detention
- 13 Emotionally impaired special education students served by DCH facility
- 14 All other resident students
- 15 Home-schooled resident